

**PUBLIC RECORDS RELEASE FORM
(G.S. 160-168)**

This form is used by the Personnel and Public Affairs departments when providing the information of public record for release. **Public Affairs**—complete top box and check items requested. Contact information is not required for the release of public record. **Personnel**—collect the information and return to Public Affairs for release. **Retain a copy in the employee's personnel file.**

To be completed by Public Affairs staff.

Name of employee: Gail Smith Date of request

Method of release: Telephone In person E-mail other

Information released to (optional—Requestor is not required to provide contact information):

Name: E-mail

Name of Company: Phone

Public Affairs—please check boxes of information requested.

Personnel—please provide information requested by checked boxes.

Information released:

Age Date of employment

Current Position Title

Current Salary Office assigned

x Date and amount of each increase or decrease in salary. Attach additional sheet, same format, if necessary.

Date: 01/01/2011 (Circle one) Increase/Decrease Amount \$120,000

Date: 07/01/2008 (Circle one) Increase/Decrease Amount \$117,500

Date: (Circle one) Increase/Decrease Amount

Date: (Circle one) Increase/Decrease Amount

Date: (Circle one) Increase/Decrease Amount

Date: (Circle one) Increase/Decrease Amount

Date and type of each promotion, demotion, transfer, suspension, separation or other change in position classification.

Date Type (circle one) Promotion/Demotion/Transfer/Suspension/Separation/Other

Date Type (circle one) Promotion/Demotion/Transfer/Suspension/Separation/Other

Date_____Type (circle one) Promotion/Demotion/Transfer/Suspension/Separation/Other_____

Date_____Type (circle one) Promotion/Demotion/Transfer/Suspension/Separation/Other_____

Date and general description of each promotion

Date_____Promoted to_____Desc._____

Date_____Promoted to_____Desc._____

Date_____Promoted to_____Desc._____

Date_____Promoted to_____Desc._____

Date and type of each dismissal, suspension or demotion for disciplinary reasons. For dismissal, copy of the written notice of the final decision of the city setting forth the specific acts or omissions that are the basis of the dismissal.

Date_____ (Circle one) Suspension/Demotion/Dismissal—attach copy dismissal only

Date_____ (Circle one) Suspension/Demotion/Dismissal—attach copy dismissal only

Date_____ (Circle one) Suspension/Demotion/Dismissal—attach copy dismissal only

Date_____ (Circle one) Suspension/Demotion/Dismissal—attach copy dismissal only

Lisa Keech, Employee Relations and Recruitment Manager

Signature of Personnel employee authorized to provide information

06/22/2011

Date released

Signature of Public Affairs employee releasing information

Date released